



Oulton Broad Parish Council
Minutes of the Personnel Committee
The Pavilion, Nicholas Everitt Park, Oulton Broad
for the meeting of 1st July 2019

Present: Councillors Christine Ashdown (Chair), Paul Carver, Brian Keller and Sandie Keller.

Also in attendance: Tina Page (Clerk).

PC1. Welcome

Councillor Ashdown welcomed everyone to the meeting. The right for the public to record the meeting were noted.

No members of the public present.

PC2. To receive and consider acceptance of apologies for absence: Cllr Falat

PC3. To appoint a Chairman for the Personnel Committee: It was agreed that Cllr Ashdown would remain the Chairman. Proposed by Cllr S Keller and seconded by Cllr Carver.

ALL AGREED

PC4. Declaration of interests and dispensations:

PC4.1 Declaration of Disclosable Pecuniary and Non-Pecuniary interests.

None.

PC4.2 Receipt of written interests.

None.

PC4.3 Dispensations granted.

None.

PC5. Minutes:

To consider the accuracy and approve the minutes from 1st April 2019 and 13th May 2019. These minutes were approved as being an accurate record. Proposed by Cllr B Keller and seconded by Cllr Ashdown.

ALL AGREED

PC5.1 To discuss any outstanding issues from previous meetings:

PC21 Leaver and joiner's policy and induction pack – There has been no update on the mentoring of the new councillor. Clerk has requested a copy of this for editing. **Action Cllr Ashdown** to speak to Cllr Falat.

PC61. Clerk to amend the Parish Council policies to reflect the Trust – ongoing.

PC6. Public Forum: No public present.

PC7. To discuss the following policies and agree any action:

OBPC Training and Development – this need amending and then reviewing and adopting. It was noted that 12 CPD points should be obtained yearly.

Continuous Professional Development – SLCC. There was a discussion regarding the additional training and this was thought not necessary. However, it was noted that Clerk

is paying the yearly subscription to SLCC and it was thought that the Council should be

paying for this. It is in the region of £200.00. **Action Cllr Ashdown** to discuss at a finance committee.

Local Council Award Scheme, again, this was thought not necessary at this moment in time.

PC8. To discuss next years budget and agree any action:

- Parish Expenses 80
- Cllr Expenses 300 – same
- Office Expenses 550 – same
- Website 300
- Cllr Training 500
- Clerks Travel exp 750
- Equipment 150
- Printing 800
- Stationery 200
- Postage 200
- Telephone/Internet 200
- Subscriptions 1000
- Salary – NJC increase?
- Cleaner 1800

Printer may need a service this year. **Action Clerk** to speak to Cllr Cooper. Cllr Carver requested all the Councillors be given a paper notepad., Cllr B Keller to design an OBPC label to attach to it.

It appears that the Clerk could get her pension contributions from Suffolk County Council and not NEST. **Action Clerk** to look into this.

PC9. Items for the next agenda:

Nappy box.

PC10. To note the date of the next Personnel Committee Meeting: To be confirmed

PC11. To resolve that under the Public Bodies (Administration to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted: Nothing was discussed.

There being no more business to discuss.

Meeting closed 2.58pm.

Minutes approved on 2019

Signed
Personnel chair